

Risk assessment for rehearsals					
Group name					Sussex Voiceworks
Venue name					St Peter's RC Church Hall, West St., Shoreham-by-Sea, BN43 5WG
Date completed:					1st September 2022
Period covered: (e.g) September 2022 to December 2022					September 2022 - June 2023
Completed by:					Helen Prance
Risk	Potential impact without mitigation	Impact	Likelihood	Risk factor	Mitigation
Fire	No appropriate control measures, could lead to burning, smoke inhalation, death	5	3	15	See venue fire notice for location of fire exits and refuge points
					See venue fire notice for procedures, equipment (e.g. fire extinguishers) and personnel
					Designate a person from your group to be in charge
					Keep register and check off members after evacuation, at assembly point
					Do (annual) quick reminder to group about procedure in case of fire
					Keep fire exits clear
Slips and trips	Cables for equipment not secured and trailing across pathways; slips and trips due to unfamiliar venue; liquids spilled on the floor; steps or edge of staging uneven or too high; instrument cases, music stands etc. in pathways	4	3	12	Walk through venue including all spaces used and check for risks (e.g. uneven/sudden steps, doors opening in unexpected directions or on drops in level etc.)
					Note potential risks and inform members
					Tape down or cover loose cables from equipment

					Have dedicated space for members to store equipment (e.g., bags)
					Ensure all spaces are well lit
					Ask members to bring drinks in closed bottles where possible
					Wipe up spills straight away
Faulty electrical equipment	Faulty equipment could start fire or give a user electric shock, e.g. laptop, urn, kettle, portable lights, amps	5	2	10	Visual inspection of electrical equipment to be used: check for loose plugs, damaged cables, overheating, anything else that looks wrong. If in doubt, do not use.
					Highlight risk to members and ask them to report anything that looks wrong.
					Highlight risk to venue and ask if they PAT test their equipment regularly (e.g. urn)
Accident to member	No first aid arrangements in place, so unable to respond to emergencies	5	4	20	Know venue's first aid procedures (location of first aid kit, do they have a qualified first aider, automated external defibrillator, phone, access points for ambulance)
					Find out if any of your members are qualified first aiders or medical staff
					Have personal mobiles charged and available
					Tell members to have key medical facts (e.g. relevant conditions, allergies) and emergency contacts available if concerned.
Damage to ears/hearing	Exposure to prolonged or sudden loud noise	3	2	6	Noise levels rarely above 89 decibels
					Members encouraged to raise hearing concerns and read HSE guidance
Damage to voice	Over stretching of voice could lead to short term loss of voice and long term damage	3	2	6	Do a full vocal warm up every rehearsal
Physiological damage to performers	Poor posture could lead to short or long term injury	3	3	9	Occasional reminder to members about posture
					Performers given enough space to sit or stand correctly and comfortably
					Performers given free BAPAM guidance on posture and performing

Spread of infectious respiratory disease (e.g. Covid)	Someone with Covid, 'flu or cold is at event and spreads to others making them ill	5	4	20	Ask members to test before coming and to stay away if positive, or if any cold / flu like symptoms
					Room aired before start of event
					Windows / doors kept open (temperature permitting)
					CO2 monitor used to assess ventilation, break called if goes over 1500ppm
					Take a break and leave room to air halfway through
					Sing 1 metre apart, front to back, and avoid facing each other
					Hand sanitising encouraged on arrival
Safeguarding	Failure to keep members safe result in abuse or harm caused to a member	4	2	8	Separate Safeguarding Policy and procedures in place
					Appoint safeguarding person within group
					Undertake DBS checks for relevant personnel/volunteers where appropriate
Manual handling	Someone helps set up chairs, staging or heavy instruments (e.g. piano) and suffers a back injury either immediately or over time	4	4	16	raise the issue with members to make them aware and encourage reading of HSE resource

Useful links

Protecting your hearing (Making Music resource)
Hearing Health Foundation
Fit to play: exercises for instrumentalists - from BAPAM

Living with covid - rehearsals (Making Music resource)
Safeguarding: what are your responsibilities? (Making Music Resource)
HSE - Good handling technique